Skills Training Checklist for IT Staff

Windows - 2000/XP
- O   Managing Folders, including view options
- O   Windows Explorer
- O   File Management
- O   Sorting files by name, date, type
- O   Saving files to the correct location!
- O   Cut, Copy and Paste
- O   Deleting files
- O   Copying files
- O   Moving files
- O   Searching for files
- O   File Directory structures (desktop, C: drive, network drives)
- O   File extensions (wpd, pdf)
- O   right-mouse clicking

Adobe Acrobat 5/6
- O   Printing to a file (from wordprossesor)
- O   Naming a file
- O   Viewing a file
- O   Copy and paste text
- O   navigating through a document
- O   display preferences - full page vs. page width
- O   Editing a file - limited text editing

Wordprocessing Software
- O   Printing to pdf
- O   Turn off auto-capitalization
- O   File, Save vs. File, Save As
- O   Setting a default location for File, Open

E-mail Software
- O   Attachments
- O   Virus recognition

Browser Training
- O   What is a browser? Internet Explorer and Netscape
- O   Use of the Back button
- O   Reload/refresh